

COMMUNITIES IN SCHOOLS of KALAMAZOO

“Kids in Tune” Youth Development Worker

Position Title: “Kids in Tune” Youth Development Worker

Reports to: Site Coordinator

Exempt Position: No

Supervisory Position: No

RESPONSIBILITIES

This position is responsible for assisting with delivery of musical, academic, and recreational after-school programming for the 21st Century Community Learning Center (21 CCLC) associated with Communities In Schools at Woods Lake Elementary: A Magnet Center for the Arts during the 2011-12 school year. Starting with a pilot in 2011-12, this site is being developed as a music-focused program that combines the CIS Integrated Student Services model with the philosophy and methodology of *El Sistema*, the Venezuelan Youth Orchestra program emerging as a model of best practices in arts-based social service programming. The site will be known as “Kids In Tune.” The curriculum focuses on music, arts and academic success. In addition to academic tutoring, it includes instruction in basic musicianship (listening, movement, notation, theory); rhythm training (bucket band); choir; group instrumental music lessons, and full ensemble rehearsals.

Youth Development Workers are responsible for assisting with and facilitating student participation in programming led by Senior Youth Development Workers and professional music specialists. Helps develop and implement activities related to the music and academic curriculum. Works closely with other YDWs, instructional lead, and site coordinator to ensure that programming runs smoothly and is delivered in an effective manner on a daily basis. Reports directly to site coordinator and performs other duties related to 21 CCLC as needed.

Other responsibilities include:

- Attend a mandatory week-long training.
- Assist with musical activities lead by music specialists.
- Lead selected musical activities.
- Develop age-appropriate activities related to reading, writing, math, and CIS selected themes.
- Help students develop a sense of identity and confidence by recognizing and addressing them as artists and holding them to high standards, while maintaining a welcoming and nurturing environment.
- Serve as an example of the “CATS” principal that every individual will strive to be the best possible Citizen, Artist, Teacher and Scholar.
- Help students identify their unique skills and interests.
- Support students in understanding the value of continual skill development using short- and long-term goal setting and development of positive, daily practice habits.
- Manage and address student behavior.
- Serve as a positive personal and artistic role model for youth.
- Assists students with assigned homework.
- Participate in data evaluation and collection.
- Attend to on-site Michigan childcare regulations for compliance to maintain quality standards.
- May occasionally be asked to be a part of special groups (i.e., work groups) or standing committees.
- Promote and participate in continuous program quality improvement.
- Exhibit a commitment to the values expressed in CIS mission and vision.
- Maintain the confidentiality of all CIS related information.
- Support the college-going culture within the Kalamazoo community.
- May occasionally participate in community awareness and public relations activities.
- Attend CIS meetings and other events as requested.
- Must be a good team player and work effectively with other staff.

WORK HOURS

Position is part-time and works approximately 17.5 hours per week from August to June, with a week-long training the beginning of August and a possible *El Sistema* workshop on August 11 or 12. Typical hours are Monday through Friday with occasional lesson planning or staff development on days when students are not in school.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- High School Diploma with relevant experience required; post-secondary courses/degree in relevant field strongly desired (i.e. Music Education, Music Therapy, Youth Development, Childcare Administration, Recreation, etc.).
- Formal training and a high level of proficiency on one or more musical instruments or voice strongly desired.
- Demonstrated experience working in youth development program(s).
- Ability to interpret, comprehend and transmit complex and detailed instructions.
- Ability to pay close attention to and manage details while maintaining a focus on the big picture.
- Ability to organize, prioritize and work independently as well as produce work in a timely manner.
- Knowledge of Michigan Child Care Licensing Rules and the MDE 21st Century Community Learning Centers Grant.
- Excellent oral and written communication skills, as well as interpersonal skills.
- Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.